

**MINUTES
EAGAR TOWN COUNCIL
REGULAR MEETING
22 W. 2nd St., Eagar, AZ
February 7, 2017 - 7:00 P.M.**

Mayor Bryce Hamblin called the Regular Council Meeting to order and welcomed those present. Mayor Hamblin requested the record show all Councilmembers are present. Mayor Hamblin led the Pledge of Allegiance and James Nelson, Jr. offered the invocation.

COUNCIL PRESENT: Bryce Hamblin, Mayor
Steve Erhart, Vice Mayor
Debra Seeley
John O. Phelps
Allen Browning
James Nelson, Jr.
Winslow McNeill

STAFF PRESENT: Bruce Ray, Interim Town Manager
Eva Wilson, Town Clerk
Frank Adams, Fire Chief
Mike Sweetser, Interim Police Chief
Jeremiah Loyd, Community Development Director
Katie Brady, Finance Manager
Doug Brown, Town Attorney

ITEM #5: SUMMARY OF CURRENT EVENTS

Interim Town Manager Bruce Ray proposed February 28, 2017 as the date to hold a Council / Staff Retreat and members of the Council determined that 6:00 p.m. was the best time available.

Mr. Ray announced that a Facebook page has been developed for June's Round Valley Round Up and asked for Council to look at the page, like and share.

Mr. Ray, Finance Manager Katie Brady, and Payroll Clerk Stephanie Finch attended the Rural Arizona Group Health Trust (RAGHT) meeting.

Finance Manager Katie Brady reported on the outcome of the RAGHT meeting.

- 3.74% premium increase at approximately \$9,050 annually (after a two-year static rate).
- Actuary reports that RAGHT is one of the best maintained trusts they serve for rates and stability.
- SmartBen Portal added for automation and employee responsibility to manage their own health benefit options. Staff will follow up on accuracy and completeness of employee transactions.

- Aetna Network wrap around plan added for medical coverage in the other 49 states. (Formerly all other 49 states were considered out-of-network.)
- Short Plan Year will occur from January 2018-June 2018 to allow for the trust to have fiscal year and plan year coincide for budgeting purposes. There may be a possibility of an employee paying a higher deductible and out-of-pocket expense during the short plan phase if they exceed those maximums for those months.
- Deductible increased from \$300 per individual/\$900 per family to \$350 per individual/\$1,050 per family.
- Service contract with Teledoc to provide over-the-phone doctor consultations and for prescription service to help alleviate visits to a health care facility.
- Prescription service increased specialty drugs copay from \$75 to \$100; and issued a penalty for use of brand name drugs, unless a doctor specifies that brand name is needed.

Interim Police Chief Mike Sweetser reported the status of the in-vehicle and computer upgrade project stating that some data entry is behind schedule so the police department quarterly report will be available in March.

Interim Chief Sweetser advised that the Special Response Team will be using the Eagar firearms range on Wednesday so there will a multitude of out-of-area law enforcement agency vehicles in Eagar.

ITEM #6: OPEN CALL TO THE PUBLIC

None.

ITEM # 7: PRESENTATIONS

A. PRESENTATION OF THE SAFEGUARD AND SERVE WITH VALOR AWARDS

Interim Chief Sweetser stated that Officer JR Herreras happened upon a family at Christmas, starting at two children and quickly growing to 18 children, in need of gifts for Christmas. Officer Herreras quickly organized the purchase, wrapping, and delivery of gifts to the families in need. There has been feedback that this service is needed for food and gifts in the future holiday seasons.

In his efforts, Officer JR Herreras has achieved the Safeguard and Serve with Honor and Valor Award.

B. PRESENTATION OF FIRE DEPARTMENT 2017 ANNUAL REPORT

Fire Chief Frank Adams submitted the Eagar Fire Department 2017 Annual Report and summarized by providing a PowerPoint.

Department Statistics:

Eagar Council Minutes Regular Meeting
February 7, 2017

- Average response time is 8.08 minutes
- Responded to 290 calls for service
- Issued 212 burn permits
- Value of property lost \$294,500
- Value of property saved \$1,115,950
- Responded to four mutual aid calls all to Springerville
- Eagar spends \$66 per citizen compared to the National Average of \$189 for fire services

Wildland Fires:

- Responded to 15 wildland fires
- Turned down 7 out of area assignments
- Gross revenue for wildland fire response was \$148,682.50

Fire Department Personnel:

- Excellent retention rate within the department with some nine members serving 11-31 years; ten members serving 2-10 years; and one-year members are established in the community

Community Activities:

- Participated in Christmas Light Parade
- Fire Prevention Open House
- Halloween Hotdog Cookout
- Community outreach and activities in the schools

ISO Rating:

- Eagar rating 4-4Y (10 being worst, 1 being best)
- Next ISO evaluation in 2019
- Low ISO rating keeps insurance premiums low for citizens

Moving Forward with Goals, Grants, Projects:

- Continue to provide quality training for the department
- Continue to pursue funding with grants
 - 2016 received \$70,000 from the Gila River Indian Community for Self-Contained Breathing Apparatus equipment; \$30,000 from Arizona Department of Homeland Security RAC Regional Grant to be split with area fire districts and departments for communication equipment; \$1,500 from Volunteer Firefighters Assistance Grant to purchase Personal Protective Equipment
- Wish list project to purchase a brush truck

Councilor John Phelps questioned the reason the department turned down the seven wildland fire assignments. Chief Adams replied that he is the only qualified engine boss on the department and he has to stay in our area during our critical fire season. Chief Adams has taken other firefighters from other departments on these assignments as it is difficult for our volunteers to take time off their regular jobs to serve the assignments.

Councilor Phelps asked if it would be advantageous to our area to have another engine boss. Mayor Bryce Hamblin asked if the lack of engine bosses is due to training issues. Chief Adams stated it is quite a commitment to train for engine boss as well as time to respond to wildland fires out of the area. An engine boss almost has to be a full-time employee and the current full-time firefighters would have to complete a physically challenging capability test to qualify as engine boss.

Councilor Winslow McNeill asked if this issue could be discussed at the retreat.

ITEM #8: CONSENT AGENDA

- A. APPROVAL OF MINUTES OF EAGAR TOWN COUNCIL MEETING(S) HELD JANUARY 2017
- B. APPROVAL OF DECEMBER 2016 NATIONAL BANK OF ARIZONA TRANSMITTALS, CHECKS WRITTEN, PAYROLL DIRECT DEPOSIT VOUCHERS, AND CREDIT CARD PURCHASES
- C. ACCEPTANCE OF DECEMBER 2016 FINANCIAL REPORT AND SALES TAX REPORT
- D. APPROVAL TO ALLOW FOR THE SOLICITATION OF BIDS FOR AGGREGATE AND HOT MIX FOR OLD GRISTMILL ROAD NOT TO EXCEED \$125,000 AND TO ALLOW THE TOWN OF EAGAR TO ENTER INTO A CONTRACT WITH THE LOWEST RESPONSIBLE BIDDER
- E. APPROVAL TO ADOPT RESOLUTION 2017-03 DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT IS MAINTAINED AND FILED WITH THE EAGAR TOWN CLERK AND ENTITLED "ORDINANCE 2017-01"

Councilor Allen Browning made a motion to approve the Consent Agenda as presented. Vice-Mayor Steve Erhart seconded; all were in favor, motion carried unanimously. 7-0

ITEM #9: UNFINISHED BUSINESS

- A. DISCUSSION AND CONSIDERATION TO ACCEPT THE EAGAR INDUSTRIAL PARK MASTER PLAN AS DESIGNED AND FORMULATED BY J2 ENGINEERING

Community Development Director Jeremiah Loyd addressed the Council with some additional information regarding last month's presentation by J2 Engineering. The estimated cost of utilities is at \$33,577,978 and is a cost that will be borne by developers. J2 was asked to estimate cost without public sewer service, use of septic, reducing the estimate of by \$1.8 million.

Vice-Mayor Steve Erhart asked if there are any known right-of-ways or easement that will hinder this development plan. Mr. Loyd stated that J2 did not investigate that item but it could be an issue with state land and Navopache. Mr. Ray added that there is a definite easement from Highway 260 north towards the airport area that may belong to the state or county.

Mr. Loyd stated the intention of the master plan is to approach State Land for annexation showing the area has more potential than just grazing, to use as a planning document for years to come, and to use for funding through grants showing a master plan of industrial uses.

Councilor John Phelps asked if the public has been asked to participate in the planning. Mr. Loyd stated the public has been invited to three public hearings on the master plan including stakeholders, councilmembers, and Planning and Zoning Commission. Mr. Ray stated this is just a planning document that is not definite and can be changed as needed, it's an initial look at land use elements and does not convey any zoning issues.

Mayor Hamblin asked how much of the master plan is in Springerville. Mr. Ray stated a very small portion is included in the first phase of the master plan. Mr. Loyd stated Springerville has not been approached regarding the master plan but the small Springerville area was included by J2 most probably in the attempt to locate nearby utilities.

Mr. Loyd stated the only cost that has been borne by this grant funded master plan by the Town has been \$10,000.

Councilor John Phelps asked what happens from here upon an affirmative vote. Mr. Loyd stated the plan will be used for projections down the road, it can be amended, used to amend the General Plan by using some of the land use elements, approach State Land about annexation, and have a plan to show developers or inquiries. Mr. Ray stated the master plan can only work if State Land allows annexation.

Vice-Mayor Steve Erhart made a motion to accept the Eagar Industrial Park Master Plan as designed and formulated by J2 Engineering. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 7-0

B. DISCUSSION, CONSIDERATION AND SECOND READING OF ORDINANCE 2017-01 AMENDING THE EAGAR TOWN CODE BY ELIMINATING TITLE 18 (SECTIONS 18.20.050, 18.24.050, 18.28.050, 18.32.050, 18.36.050, 18.40.050, 18.44.050, 18.48.060, AND 18.52.050) ZONING, GENERAL PROVISIONS PERTAINING TO FIVE OR MORE DOG PERMIT; AND REVISING TITLE 6 – ANIMALS

Interim Police Chief Mike Sweetser stated that all changes as discussed during the first reading of this ordinance in January remain the same with two exceptions:

- Dog at Large under Section 6.12.060 will remain as currently written and maintain the dog must be on leash or under direct control
- Liability for Damages under Section 6.20.010, “use of a dangerous instrument” was removed and the only exception is a firearm

Councilor James Nelson, Jr. made a motion to approve Ordinance 2017-01 amending the Eagar Town Code by eliminating Title 18, and the sections noted. Councilor Winslow McNeill seconded; all were in favor, motion carried unanimously. 7-0

C. DISCUSSION AND CONSIDERATION TO ADOPT THE NEWLY REVISED TOWN OF EAGAR PERSONNEL RULES, AND GUIDELINES

Mr. Ray reported that the final review of these rules has been ongoing for approximately three months by Council and staff and the few suggestions have been considered. Concerns from Town Attorney Doug Brown have also been discussed and addressed.

Councilor James Nelson, Jr. made a motion to adopt the newly revised Town of Eagar Personnel Rules, and Guidelines. Councilor Allen Browning seconded; all were in favor, motion carried unanimously. 7-0

ITEM #10: NEW BUSINESS

A. DISCUSSION OF EMPLOYEE PAY SCALE AND CLASSIFICATION SYSTEM

Mr. Ray stated that as part of the budget process a salary range survey was taken within the region and a new step pay scale developed based on grade of the position and years of service. The step system has an increase of three percent per year based on performance and not just years of service.

Ms. Brady imparted more information about how a couple of the positions will come to an end upon termination of the employee that has been “reclassified” for the position they are in. There are also currently a couple of supervisory positions that were classified that will no longer have supervisory rolls per their job duties. Entry level employees and market matches didn’t top out at a ten-year period with a three percent increase, therefore entry levels, Step 20 – 26, have a 12 step maximum, with all other steps having ten years.

Mayor Hamblin asked if an employee worked for the town for ten years, they would then be maxed out. Mr. Ray stated not necessarily as the step system is based on the recommendation on performance, not just years of service, and it would be possible if the recommendation occurred every year for ten years. Mayor Hamblin asked where an employee would begin in the scale. Mr. Ray stated if they are entry level they would start at step one, and if they are currently employed there is no shift planned at this time. Mr. Ray added that there are at least three employees that are topped out and they would only ever see an increase if the Council approved a COLA.

Vice-Mayor Steve Erhart asked what the increased budget projections will be for next year if everybody was recommended to receive a performance increase. Ms. Brady stated that amount hasn’t been determined.

Eagar Council Minutes Regular Meeting
February 7, 2017

Councilor John Phelps just wanted to ensure that those employees that are not justified to receive a performance increase, do not in fact receive one.

Ms. Brady stated the increase within the step system does not have to be three percent; just that the scale projected three percent increase to adhere to market projections.

It was suggested that this item could be discussed in more depth at the retreat and that the scales would continuously be monitored to ensure market alignment.

ITEM #11: SIGNING OF DOCUMENTS

Necessary signatures were obtained for the Minutes of January 2017; Financial Statements for December 2016; Resolution 2017-03; and Ordinance 2017-01.

ITEM #12: ADJOURNMENT

Vice-Mayor Steve Erhart made a motion to adjourn the meeting [at 7:40 p.m.] Councilor Winslow McNeill seconded; all were in favor, motion carried unanimously. 7-0

Attest: _____

Mayor: _____

Vice-Mayor: _____

Council: _____

CERTIFICATION OF COUNCIL MINUTES

I hereby certify that the foregoing minutes is a true and correct copy of the minutes of the Regular Council Meeting of the Town of Eagar, Arizona held on February 7, 2017. I further certify that the meeting was duly called and held and that a quorum was present.

Eva M. Wilson, Town Clerk